

Definitions of Manual Items

Submission Date: The time period in which this data field needs to be reported on the following reports:

Fall:4483A
Spring:4483D
EOY: 4301

Length: The maximum number of alphanumeric or numeric characters allowable in this field.

Field Type:

Alphanumeric- only letter and numbers are allowed to be entered
Numeric-only numbers are allowed to be entered
Drop Down Box- selection must be made from options available
Check Box- check equals yes, blank equals no
Automatic-pre-established information placed in field

Data Entry: Required – mandatory
Optional-user’s choice to complete
Automatic – Data already placed in the field for user

Code/Format: The form or specific codes that data will be accepted by program

Definition: Description and special characteristics of field and options available within field.

Common Entry Errors: Common errors people have when filling in this field.

Programming Edits: Verification check done at various points of entry by system at various points in process. Error notification or report are generated. Some will not allow the process to continue until correct. Other errors will automatically print in report form.

Table Field Name: The precise data field name located in the table that can be used by data users or programmers to develop queries, reports, or comparison with other data tables.

Table name in which this field can be found: Name of table in CTEIS that contains this information.

Report name in which this data can be found/or is used: Common reports that use information contained in this field.

Comparable MEIS-SRSD field: Field in SRDS that collect same or similar information.